



**GEIST**  
MONTESSORI ACADEMY

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McCordsville, IN 46055  
(317) 813-4626  
[www.gmacademy.org](http://www.gmacademy.org)

## **Pre-Arranged Absence Request Form**

When a student is going to be out of school for a family trip, a parent/legal guardian must contact the school in advance of the absence. Under normal circumstances the contact must be at least two weeks in advance.

Final approval for the absence will be made by the Executive Director. Teachers will be notified of the absence and the student will be responsible for make-up assignments. These absences are excused with proper prior written notice and the fulfillment of all course work assigned during the absence.

*Administration reserves the right to deny pre-arranged absences at any time. Pre-arranged absences will not be granted during standardized testing, when a student has accumulated ten absences in a given year, or when the requested days would exceed this number. Pre-arranged absences may be used only once per academic calendar year, unless otherwise specified by school administration.*

Student Name:	Teacher:
If other children enrolled at GMA will also be absent, please list their names here.	
Dates student will be absent from school:	
Reason for absence:	
Parent/Guardian Name:	Parent/Guardian Phone:

Parent/Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_

### **For Office Use Only**

Approved     Not approved    \_\_\_\_\_ number excused    \_\_\_\_\_ number unexcused

Executive Director/Designee Signature: \_\_\_\_\_ Date: \_\_\_\_\_